

Objective:

Seeking a challenging and interesting career in organization where my knowledge can be utilized and shared effectively with opportunity for learning, growth, advancement and recognition.

Work Experience - 1 Year

Organization	Mahesh & Co
Duration	September 2019 to till date
Profile	Back office executive
Responsibility	<ul style="list-style-type: none"> ➤ Follow up with Client in Pharma Companies ➤ Finding new vendors, interact with them and maintain vendor database ➤ Searching new products

Organization	CloudNext IT Solutions LLP
Duration	Jan 2019 to Jun 2019
Profile	SAP Trainee
Client Name	Quenyn Technologies Pvt Ltd
Responsibility	<ul style="list-style-type: none"> ➤ Knowledge of SAP SD,MM & ABAP Modules ➤ Creation Tables,Programs and Transaction in ABAP ➤ Documentation of configuration and end user manual ➤ Form designing using smart forms ➤ Developed customer and vendor master report

Organization	eCentric Solution Pvt Ltd
Duration	June 2017 to December, 2017
Description:	Content Moderator
Client Name	Accenture
Responsibility	<ul style="list-style-type: none"> ➤ Screened products and Categorized them ➤ Identified inappropriate products ➤ Promotion of products

Mita Saparia

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Educational Qualification:				
Degree	School/College	Board/University	Year of Passing	Class
BCA	H.V. Desai College.	Savitribai Phule Pune university	2018	Second
HSC	NMF Jr. College	Mumbai University	2014	Second
SSC	Balbharati School	Maharashtra Board	2012	First

Computer Proficiency	
ERP Package	SAP ECC 6.0
Operating System:	Windows (Vista/7/8).
Languages:	ABAP/4,C,VB 6.0.
Database :	MySQL, MS SQL Server
Package :	MS-Office 2003/2007
Web Technologies:	JavaScript, HTML.

Extra Curriculum Activities
Certificate of Computer Network Project for Inter-college competition
Participation certificate for Dance Performance in College
Participation certificate for Cooking competition in College
Participation certificate for Garba competition in School

Personal Information:	
Father's Name:	Mita HarshadKumar Saparia
Date of Birth:	10 th October 1996.
Language Known:	English, Gujarati, Hindi and Marathi.
Marital Status:	Unmarried.
Hobbies:	Surfing Internet, Travelling, Social Networking
Present Location:	Mumbai

Declaration:

I declare that the above information is true and can be supported with relevant documentation.

Date: 20/11/2019

Place: Mumbai

(Mita Saparia)